



# Fermilab

## TECHNICAL DIVISION POLICY 4140

### ADMINISTRATIVE CONTROL LOCKS

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*Original signed by Robert Kephart on 2/25/03*

#### 1.0 Purpose and Scope

This policy has been established to:

1. Rescind the original Technical Division policy governing lockout/tagout (LOTO) and administrative control locks, TS-7170, which was written prior to the implementation of the Fermilab policy governing LOTO and Administrative Configuration Control (FESHM 5120).
2. Provide procedures that are more prescriptive than those identified in FESHM 5120 that will apply to the implementation of Administrative Configuration Control within the Technical Division.

#### 2.0 Procedures

- 2.1 The Technical Division implements the following additional procedures for Administrative Configuration Control:
  - 2.1.1 A lock in combination with a tag must always be used when an administrative lock is applied.
  - 2.1.2 Any color lock (**except red**) may be used as an administrative lock per the Fermilab policy, but TD policy mandates that a YELLOW "Caution" tag always be used in conjunction with the administrative lock, and that it include the reason the lock and tag have been applied.